

**MichaelPage**

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## AP Accountant

### AP Accountant

#### Job Information

**Recruiter**

Michael Page

**Job ID**

1537308

**Industry**

Retail

**Job Type**

Permanent Full-time

**Location**

Tokyo - 23 Wards

**Salary**

4 million yen ~ 5 million yen

**Work Hours**

Remote work and flexible working hours

**Refreshed**

April 30th, 2025 19:00

#### General Requirements

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

#### Job Description

An AP Accountant is required for a permanent role in a prominent retail company in Tokyo, Japan. The successful candidate will be responsible for managing accounts payable, inventory, expenses, and aiding with monthly, quarterly, and annual closing support.

#### Client Details

The company is a large organization that has made its mark in the retail industry. With a strong presence in Asia, especially in Tokyo, Japan, the company prides itself on providing high-quality products to its vast clientele.

#### Description

- Manage accounts payable and expenses.
- Handle fixed asset and inventory management.
- Support the monthly, quarterly, and annual closing processes.
- Assist in the preparation of tax returns.

- Maintain accurate and timely financial records.
- Collaborate with other departments to ensure accounting accuracy.
- Comply with all financial regulations and standards.
- Contribute to the overall efficiency of the Accounting & Finance department.

#### **Job Offer**

- An estimated salary range of 3,600,000 - 4,400,000 JPY per year.
- A diverse and inclusive company culture.
- Generous holiday leave.
- Attractive benefits including bonuses, discounts, insurance, and retirement plans.

If you are a driven individual with a passion for the retail industry and a knack for Accounting & Finance, we encourage you to apply for this AP Accountant role in Tokyo, Japan.

Page Group Japan is acting as an Employment Agency in relation to this vacancy.

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#### **Required Skills**

A successful AP Accountant should have:

- Strong knowledge of AP Accounting.
  - Proficiency in Japanese and English.
  - Expertise in managing expenses and fixed assets.
  - Experience in inventory management.
  - Ability to support monthly, quarterly, and annual closings.
  - Understanding of tax return procedures.
  - Experience using ERP systems like Oracle
  - Experience using Excel
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#### **Company Description**

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